

9 October 1980

OFFICE OF FINANCE NOTICE NO. 45-80

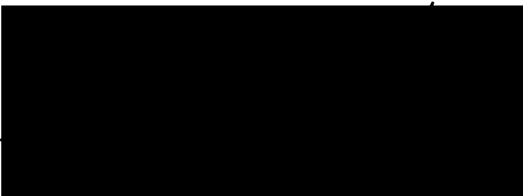
OFFICE OF LOGISTICS
PROCUREMENT NOTE NO. 142


RENEWAL OF SERVICE CONTRACTS - CERTIFICATION
OF AVAILABLE FUNDS

The purpose of this Notice is to provide guidance to Budget and Fiscal officers and contracting officers concerning procedural actions to be taken in the renewal of annual service contracts.

1. An advance Form 2420 (Request for Procurement Division Services), citing funds to be made available in the forthcoming fiscal year, will be forwarded to the procurement element. This commitment of funds, made via the advance Form 2420 budget certification, will carry the caveat, "Subject to the availability of funds." Unless specifically advised in writing to the contrary, the contracting officer will accept the advance Form 2420 as a commitment document as soon as this Agency receives its annual appropriation, and without reference to a second confirming Form 2420 certifying that funds are available.

2. Components must maintain a manual record of all funds committed and insure that these funds are included in the Agency's General Accounting System when they become recordable obligations. A component providing a procurement element with an advance Form 2420 assumes fiscal responsibility in the event it determines that the particular service contract should not be renewed, and such notice is received by the procurement element subsequent to contract award

 TL
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